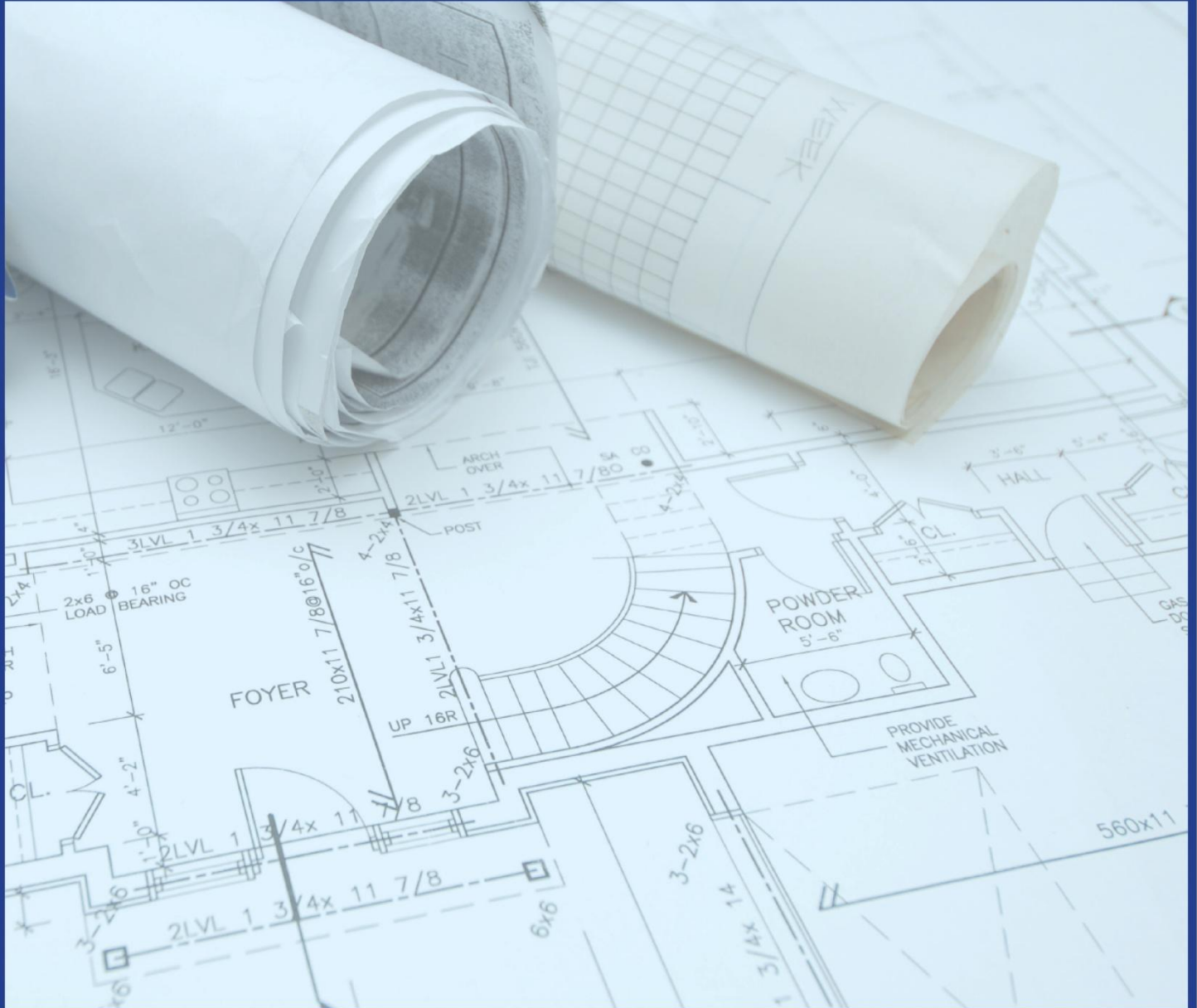




# Electronic **PLAN** **REVIEW**



## **eCorrections Applicant User Guide**

**Seminole County Growth Management Department**



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## eCorrections Package

During the ePlan Review cycle, corrections may be requested by Seminole County Plan Reviewers. It is your responsibility to review the comments, plan markups and check list items and make the appropriate corrections. You will receive an e-mail notification from the Review Coordinator requesting corrected/revised documents or plans.

### Your eCorrections Package will consist of:

- eForm containing review status of each technical reviewer.
- Changemark(s) with markup(s) on the plan drawing file.
- eCorrections Report, which is a summary of all changemarks and can be copied to a Word Document yourself directly from the plan markup window.

### Markups and Changemarks:

- Standard markup names and colors will be used for each reviewing discipline for easy identification. A markup can have one or more changemarks. Changemarks are created to quickly identify a markup and associated comments.
- Each agency changemark will be numbered starting from 01 for each sheet/file.

### Markup Name and Color Standards for Planning & Development

| REVIEW AGENCY              | MARKUP NAME | CHANGEMARK TITLE     | MARKUP COLOR |
|----------------------------|-------------|----------------------|--------------|
| Building Division          | BLDG        | BLDG 01-Issue Name   | Orange       |
| Environmental Services     | ENV         | ENV 01-Issue Name    | Brown        |
| Health Department          | HEALTH      | HEALTH 01-Issue Name | Yellow       |
| Impact Analysis            | IMPT        | IMPT 01-Issue Name   | Light Blue   |
| Natural Resources          | NAT         | NAT 01-Issue Name    | Green        |
| Project Manager            | PM          | PM 01-Issue Name     | Light Green  |
| Public Safety - Fire       | FIRE        | FIRE 01-Issue Name   | Red          |
| Public Safety - Addressing | ADDR        | ADDR 01-Issue Name   | Pink         |
| Public Works - Engineering | ENG         | ENG 01-Issue Name    | Purple       |
| Telecommunications         | TELE        | TELE 01-Issue Name   | Gray         |
| Utilities                  | UTIL        | UTIL 01-Issue Name   | Blue         |

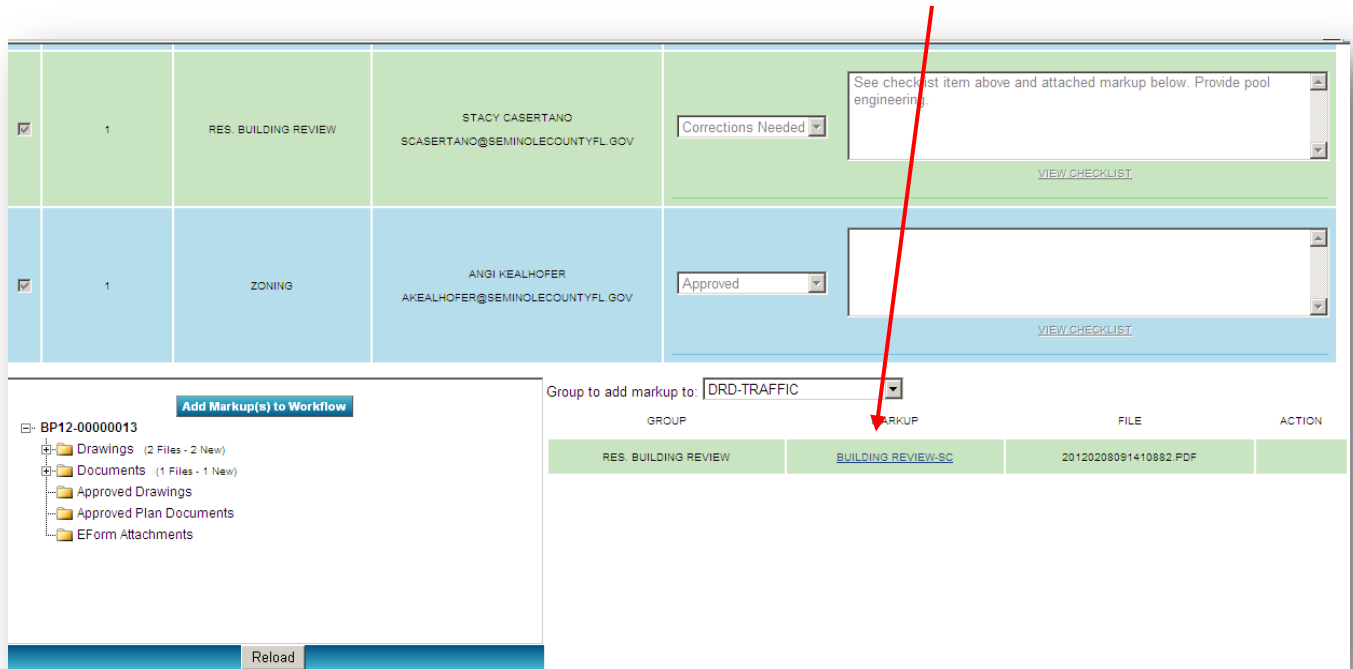


## Markup Name and Color Standards for Building Permits

| REVIEW AGENCY        | MARKUP NAME | CHANGEMARK TITLE    | MARKUP COLOR |
|----------------------|-------------|---------------------|--------------|
| Arbor                | ARBOR       | ARBOR 01-Issue Name | Green        |
| Building             | BLDG        | BLDG 01-Issue Name  | Orange       |
| Electrical           | ELEC        | ELEC 01-Issue Name  | Yellow       |
| Fire                 | FIRE        | FIRE 01-Issue Name  | Red          |
| Flood Prone          | FLOOD       | FLOOD 01-Issue Name | Blue         |
| Fuel Tanks           | TANKS       | FUEL 01-Issue Name  | Gray         |
| Graphics-Address     | ADDR        | ADDR 01-Issue Name  | Pink         |
| Mechanical           | MECH        | MECH 01-Issue Name  | Blue         |
| Plumbing             | PLBG        | PLBG 01-Issue Name  | Light Brown  |
| Product Approval     | PA          | PA 01-Issue Name    | Dark Brown   |
| P&D-Boat Dock        | DOCK        | DOCK 01-Issue Name  | Light Green  |
| P&D-Extended Review  | PDEXT       | PDEXT 01-Issue Name | Light Green  |
| P&D-Impact Fees      | IMPT        | IMPT 01-Issue Name  | Light Blue   |
| P&D-Site Plan Review | PDSP        | PDSP 01-Issue Name  | Light Green  |
| P&D-Zoning           | PDZN        | PDZN 01-Issue Name  | Light Green  |
| Signs-Zoning         | SIGN        | SIGN 01-Issue Name  | Teal         |
| Zoning               | BDZN        | BDZN 01-Issue Name  | Purple       |

## How to Open Files with Markups

1. If you are in the "Applicant Resubmit" eForm, click the review link in the "markup" section to open the file that contains markups for your review and correction.



| GROUP                | MARKUP                             | FILE                  | ACTION |
|----------------------|------------------------------------|-----------------------|--------|
| RES. BUILDING REVIEW | <a href="#">BUILDING REVIEW-SC</a> | 20120208091410882.PDF |        |

Group to add markup to: **DRD-TRAFFIC**

Buttons: [Add Markup\(s\) to Workflow](#), [Reload](#)

Left sidebar: BP12-00000013  
 Drawings (2 Files - 2 New)  
 Documents (1 Files - 1 New)  
 Approved Drawings  
 Approved Plan Documents  
 EForm Attachments

2. Another way to open the files is from the "Projects" page. After selecting the project you want to work with from the projects page, you must left click the appropriate folder to open and access the list of files in the folder.



Electronic Plan Review


**Markup Training Project**

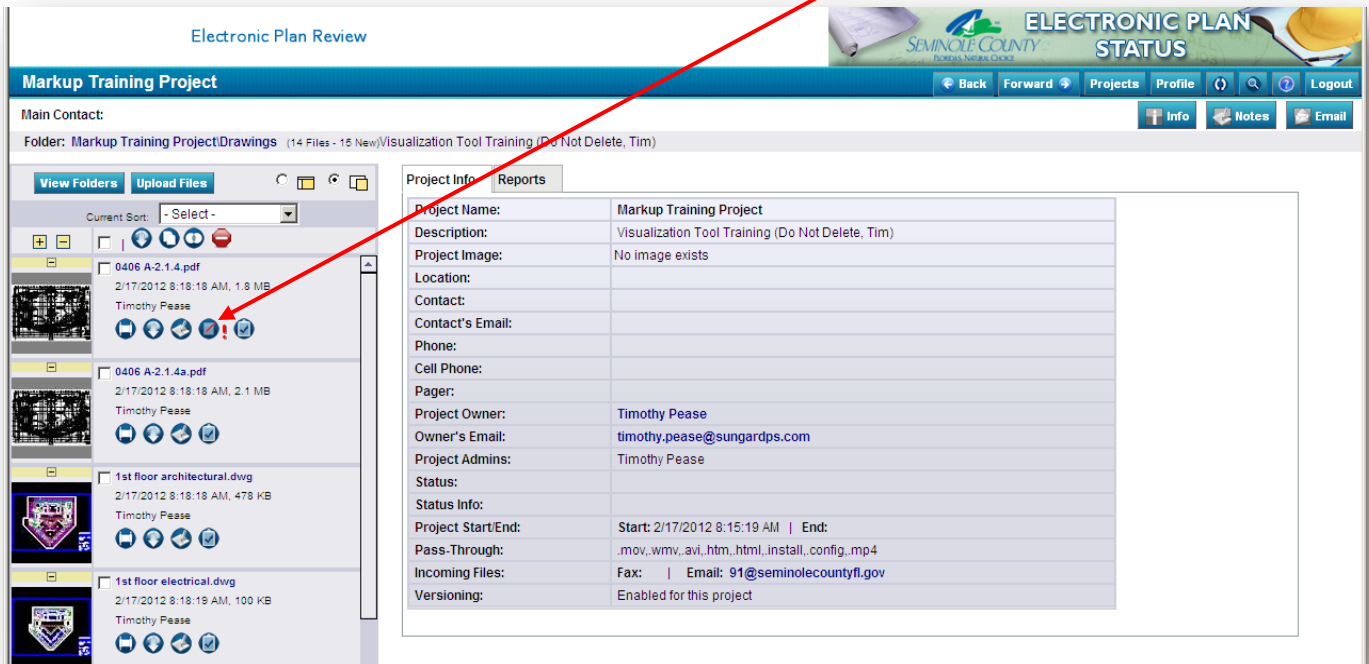
Main Contact: Visualization Tool Training (Do Not Delete, Tim)

Left sidebar: **Markup Training Project**  
 Drawings (14 Files - 15 New)  
 Documents (3 Files - 5 New)

Project Info

|                    |  |
|--------------------|--|
| Project Name:      | Markup Training Project  |
| Description:       | Visualization Tool Training (Do Not Delete, Tim)                                   |
| Project Image:     | No image exists  |
| Location:          |  |
| Contact:           |  |
| Contact's Email:   |  |
| Phone:             |  |
| Cell Phone:        |  |
| Pager:             |  |
| Project Owner:     | Timothy Pease  |
| Owner's Email:     | timothy.pease@sungardps.com  |
| Project Admins:    | Timothy Pease  |
| Status:            |  |
| Status Info:       |  |
| Project Start/End: | Start: 2/17/2012 8:15:19 AM   End:   |
| Pass-Through:      | .mov, .wmv, .avi, .htm, .html, .install, .config, .mp4                             |
| Incoming Files:    | Fax:   Email: <a href="mailto:91@seminolecountyfl.gov">91@seminolecountyfl.gov</a> |
| Versioning:        | Enabled for this project   |

3. If markups exist on the file a markup icon  will be displayed.



Electronic Plan Review

Markup Training Project

Main Contact:

Folder: Markup Training Project\Drawings (14 Files - 15 New)\Visualization Tool Training (Do Not Delete, Tim)

View Folders Upload Files

Current Sort: - Select -

0406 A-2.1.4.pdf  
2/17/2012 8:18:18 AM, 1.8 MB  
Timothy Pease

0406 A-2.1.4a.pdf  
2/17/2012 8:18:18 AM, 2.1 MB  
Timothy Pease

1st floor architectural.dwg  
2/17/2012 8:18:18 AM, 478 KB  
Timothy Pease

1st floor electrical.dwg  
2/17/2012 8:18:19 AM, 100 KB  
Timothy Pease

Project Info Reports

Project Name: Markup Training Project

Description: Visualization Tool Training (Do Not Delete, Tim)

Project Image: No image exists

Location:

Contact:

Contact's Email:

Phone:

Cell Phone:

Pager:

Project Owner: Timothy Pease

Owner's Email: timothy.pease@sungardps.com

Project Admins: Timothy Pease

Status:

Status Info:


Project Start/End: Start: 2/17/2012 8:15:19 AM | End:

Pass-Through: .mov,.wmv,.avi,.htm,.html,.install,.config,.mp4

Incoming Files: Fax: | Email: 91@seminolecountyfl.gov

Versioning: Enabled for this project

## How to Open Existing Markups:

1. Click the markups icon  to open the list of markups attached to the file.
2. To view the markups on the file, click the "View" box beside the markup name(s) and then click the "View/Edit" button.



Electronic Plan Review

Close Window

Markups attached to 001 CV Cover and Index.pdf

| Delete  | View                     | Edit                  | Markup Name | Author      | Date                |
|---|--------------------------|-----------------------|-------------|-------------|---------------------|
|  | <input type="checkbox"/> | <input type="radio"/> | PM 01 - DHG | Denny Gibbs | 3/1/2012 9:04:22 AM |
|  | <input type="checkbox"/> | <input type="radio"/> | PM 2 - DHG  | Denny Gibbs | 3/1/2012 9:06:36 AM |

View/Edit Clear All





3. Click "Review" and markup open for review will appear.

Electronic Plan Review

BP13-00000005

Main Contact: Folder: BP13-00000005\Drawings (6 Files - 0 New) NEW SINGLE FAMILY DETACHED - New house

View Folders Upload Files

Current Sort: - Select -

- 001 IS Cover Index Sheet.pdf 3/6/2012 11:54:51 AM, 110 KB Stacy Casertano
- 002 A1.4 Layout.pdf 3/6/2012 11:54:51 AM, 184 KB Stacy Casertano
- 003 A1.14 Turndowns.pdf 3/6/2012 11:54:51 AM, 158 KB Stacy Casertano
- 004 A20.2 Shell Engineering.pdf 3/6/2012 11:54:51 AM, 231 KB Stacy Casertano
- 005 P1.12 Pump Curve.pdf 3/6/2012 11:54:52 AM, 7 KB Stacy Casertano
- 006 P2.3 TDH Engineering.pdf 3/6/2012 11:54:52 AM, 191 KB Stacy Casertano

002 A1.4 Layout.pdf V1

Annotate Review Redact Measure Publish

Markup Open for Review

| Name       | Author          | Date           |
|------------|-----------------|----------------|
| BLDG - SC  | Stacy Casertano | 03/27/2012 08: |
| FLOOD - DB | David Brown     | 03/27/2012 08: |

OK Cancel Help

MASTER FILE EXPIRES ON: 03-15-2012

SPA ONLY

SC# 11005

MASTER PLAN


RESIDENTIAL SWIMMING POOL MASTER SPECIFICATION DRAWING FOR SEMINOLE COUNTY



7347 E Colonial Dr Orlando FL 32817 (407) 249-1778

SEMINOLE COUNTY PLANS EXPIRATION CHART


Stacy Casertano 03/27/2012 08:17 AM Master file is expired. Please submit a new master filed plan.

Add Reply


4. Existing changemarks can be sorted by title, author, date, type, state, or position by selecting the appropriate sorting order  from the drop down list. Position sorts the changemarks notes in the order that they appear in the document pages.

5. You can search and filter  Changemarks notes by content and/or title by entering a word or phrase in the search text box. (Click Show All  to return all changemarks notes to the list.)

6. Click on a resulting changemarks note that you wish to view. The original changemarks text displays in the panel's lower frame, including any discussion replies that have been added. The current type and state of the changemarks note are displayed at the bottom of the panel.

7. You can progress sequentially through the changemarks notes by using the **Next** and **Previous** arrow buttons .

8. The changemarks entities appear at the same magnification level the author created them.

9. You can extract information from one or all changemarks notes contained in a document through the copy changemarks dialog. Click  to access this dialog, then open another program such as Microsoft Word and paste the information into the blank document.

10. You can launch any hyperlinks present in the changemarks panel, which will launch the specified URL in a separate browser window.

